

Request Time Off from the Timesheet (Full Day or Partial Day)

Use this procedure to enter time off on the timesheet for the current date, a passed date, or a future date. Full or partial days are entered on the employee's timesheet by using the appropriate date and entering the in and out times.

Note:

- If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.
- Full days off can also be entered or requested on the timesheet as an alternative to using the Request Time Off process.

Procedure:



1. From the Home page, click the Time worklet.

Time

Time Worklet



Applications

20 items



Time



Time Off



Sick and Safe
Usage This Year



Personal
Information



Benefits



Agency Benefit
Reports



New
Announcements



My Account



2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To...	Do This...
To enter time for the current week...	Click the This Week button.
To enter time for the previous week...	Click the Last Week button.
To select a week in a previous pay period...	Click the Select Week button.

Enter Time

Enter Time Captain America (TTE10001) ...

Total Hours: 0

Week: Dec 2 - 8, 2015

Wed	Thu	Fri	Sat	Sun	Mon	Tue
0	0	0	0	0	0	0

▼ Wed, 12/2

0 items

+ *	Time Type	In	Out	Out Reason	Qua
No Data					

▼ Thu, 12/3

0 items


+ *	Time Type	In	Out	Out Reason	Qua
No Data					

▼ Fri, 12/4

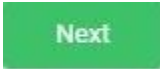
0 items

+ *	Time Type	In	Out	Out Reason	Qua
No Data					

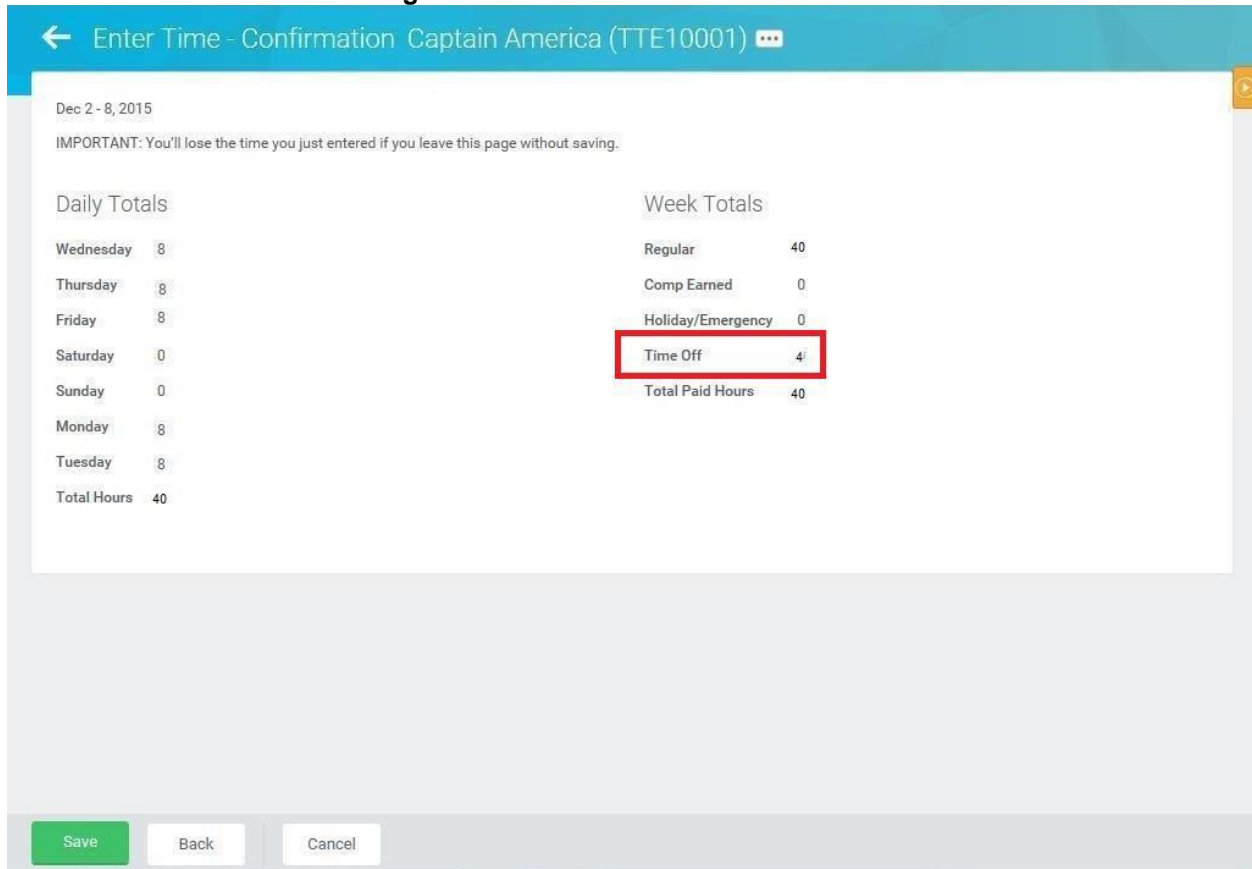
Next Cancel

- Click the **Add Row**  icon to enter time on a specific day in the week (e.g., Wed, 11/4).
- To enter partials leave, complete the following fields
 - Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
 - Time Off Reason:** Use the prompt to select the time off reason.
 - In:** Enter the start time of the leave.
 - Out:** Enter the time the leave ended.
 - Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note:** Only some agencies use worktags.
- Repeat the steps above to enter any other leave, as needed.

Note: Time worked and time off (leave) can be entered in any order depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted.



6. When you are finished entering time, click the Next button.
Enter Time Confirmation Page



Dec 2 - 8, 2015

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	8	Regular	40
Thursday	8	Comp Earned	0
Friday	8	Holiday/Emergency	0
Saturday	0	Time Off	4
Sunday	0	Total Paid Hours	40
Monday	8		
Tuesday	8		
Total Hours	40		

Buttons: Save, Back, Cancel

7. Review the Daily and Week totals.
- The **Daily Totals** section displays the number of hours entered by day for the week including leave.
 - The **Week Totals** section displays the hours entered for time off in the Time Off category. If Unpaid leave was taken, the Total Paid hours will be decreased by the number of hours for leave without pay. **Note:** The screen shot above shows paid time off taken.
 - If you need to make changes to the timesheet, click the **Back** button.



8. Click the **Save** button.

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

9. Once time is entered for the pay period, the timesheet should be submitted for approval.



Information: If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.

10. The System Task is complete.

Request Time Off from the Time Off Calendar (Future Full or Partial Day)

Use this procedure to request time off in the future. Full or partial days are entered and requested on the employee's time off calendar by using the appropriate date and entering the in and out times.

Note:

- If time off is requested in the future, save and submit the time for approval. Time Off reported displays on your manager's Team Time Off Calendar.
- Full days off can also be entered or requested in this way.

Procedure:

1. From the Home page, click the Time Off  worklet. Then select Time off.

Time Off



Applications
18 items



Time



Time Off



Sick and Safe
Usage This Year



Personal
Information



Benefits



New
Announcements



My Account



Team Time Off

Request

Time Off

Time Off Correction

View

My Time Off

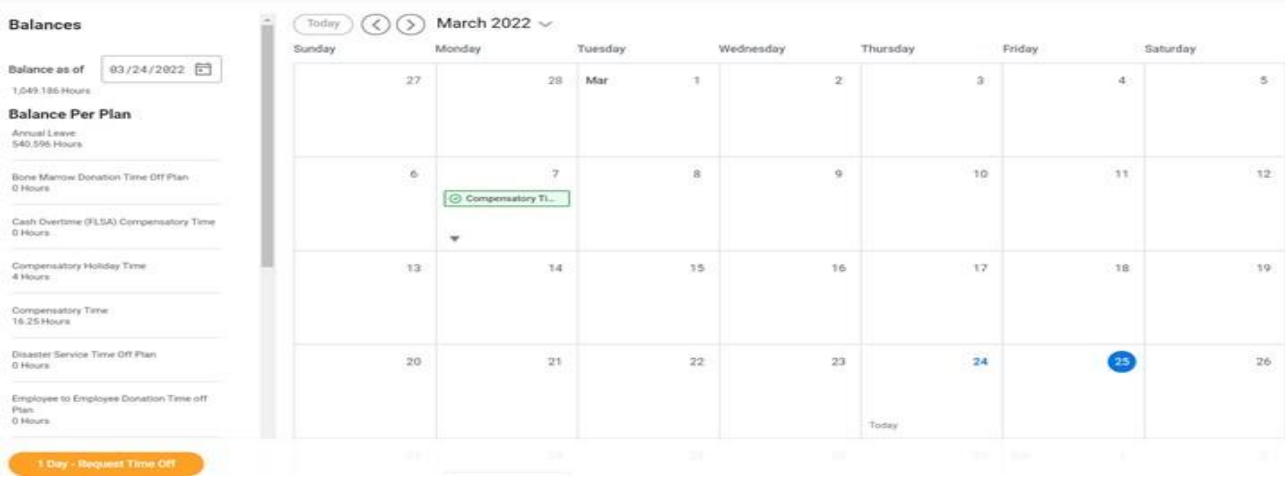
Time Off Balance

Time Off Results by Period



Title: Report Time for Exempt Employees
Role: Employee
Functional Area: Time Tracking

2. Once the calendar appears, select the future date that a partial day request is needed.:



3. Click the 1 Day – Request Time off 1 Day - Request Time Off button
4. To enter partials leave, complete the following fields
 - **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
 - **Start Time:** Enter the start time of the leave.
 - **End Time:** Enter the time the leave ended.
5. Repeat the steps above to enter any other future partial day off requests.

Total: 4 Hours

When

Type *

Start Time *

End Time *

Daily Quantity

Unit of Time

Reason

Comment



6. When you are finished entering time, click the **Submit** button.

Balances

Balance as of 03/24/2022 1,049.186 Hours

Balance Per Plan

- Annual Leave 540.596 Hours
- Bone Marrow Donation Time Off Plan 0 Hours
- Cash Overtime (FLSA) Compensatory Time 0 Hours
- Compensatory Holiday Time 4 Hours
- Compensatory Time 16.25 Hours
- Disaster Service Time Off Plan 0 Hours
- Employee to Employee Donation Time off Plan 0 Hours
- Leave Bank Donation Time 0 Hours

Today < > March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27	28 Mar	1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31 Today	1
					Apr	2

Request Time Off

7. Review time off shown for your requested day and ensure that the total hours taken are correct.

Time Off Entry



When Friday, March 25, 2022

Type Annual Leave (Time Off Calendar)

Start Time 07:00 AM

End Time 11:00 AM

Requested 4 Hours

Initiated On 03/24/2022 08:37 AM

8. The System Task is complete.